Vehicle Request Form

Complete this form, print, obtain appropriate signatures, and fax to (615) 898-5071 or forward to Motor Pool Services, Box 32. For reservations and/or assistance, call (615) 898-2415

Indicate your division:
- Academic Affairs
- Business & Finance
- President’s Office / Athletics
- Student Affairs
- Development & University Relations
- Information Technology
- Other

Type of Travel:
- Instruction
- Department Research / Contracts / Grants
- Cheerleaders
- Administration
- Other (Specify)

Student Activity:
- Athletics
- Continuing Education and Extension
- Debate
- Band
- Other (Specify)

Purpose: __________________________________________________

Date to pick up key: ____________________ Date of return: ____________________
Time to pick up key: ____________________ Time of return: ____________________
Destination: ____________________________
Number in party: _______________________
Department name: ______________________
Travel Account Code: ___________________
Index Number: _________________________
Estimated mileage: ______________________

Additional Comments:
________________________________________________

Person Requesting Vehicle (Print/type): _____________________________________________
Phone: ____________________ Box #: ____________________

Drivers:
1 __________________________
2 __________________________
3 __________________________

Driver License #: 1 ____________________ 2 ____________________ 3 ____________________

Approved, Department Head Signature: _____________________________________________

** Signature of Appropriate Vice President: ___________________________________________

** University policy requires the appropriate Vice President’s signature only when one person is traveling out of state. For details on Motor Pool Services and procedures, see MTSU Policies Manual IV: 02:01